**DECONSTRUCTING THE JOB DESCRIPTION**

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| **COLUMN 1: Deconstruct the job posting by looking for information about:** | **COLUMN 2: Details from the job posting** |
| 1. The company description   * What is the “core business” of this company? * How long have they been in business? * How big is this company? Is it part of a larger, global group? * What is its reputation? * What are goals of the company? * Who does the company service? How do they provide service? What needs do they meet? What needs does the company have? |  |
| 2. The job title   * What does it tell you about the job? * Can you identify others in the field with this job title? (Who work at this company? LinkedIn profiles?). If so, what are their responsibilities, duties, skills, and credentials? |  |
| 3. The job description   * What are the duties and skills required? * What technical skills are required? * What transferable skills are required? |  |
| 4. The qualifications   * What are the specific skills, education, and experience requirements? |  |
| 5. The keywords   * What industry specific lingo, keywords, and terminology are prominently featured? * What skills and qualifications do they relate to in the job description? |  |
| 6. Additional Notes |  |

**QUALIFICATIONS BALANCE SHEET**

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| **Details from the Job Deconstruction Worksheet**  **(Job requirements, responsibilities, etc.)** | **Your Qualifications, Skills, and Accomplishments**  **(Paraphrase your skills, experience, training, and personal attributes, mirroring the job description language where possible)** |
| Essential Functions: |  |
| Minimum Qualifications/Preferred Qualifications: |  |
| Desired Experience: |  |
| Special Working Conditions: |  |
| Possible Employer Concerns: |  |
| Keywords: |  |
| Company Info (potential hook): |  |
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